

DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) Division of Financial Assistance	UNIT 550	POSITION # 880-550-7500-003	DATE January 2022
NAME OF EMPLOYEE (IF APPLICABLE) Vacant			
CURRENT CLASSIFICATION Career Executive Assignment (CEA) A		PROPOSED CLASSIFICATION (IF APPLICABLE)	
NAME OF SUPERVISOR Joe Karkoski			
CURRENT CLASSIFICATION OF SUPERVISOR Deputy Director		REVIEWED AND APPROVED BY SIGNATURE	
SUPERVISION EXERCISED (IF APPLICABLE)			
1. DIRECTLY SUPERVISED		2. INDIRECTLY SUPERVISED	
NO. OF EMPLOYEES	CLASS TITLE	NO. OF EMPLOYEES	CLASS TITLE
2	Staff Services Manager III	112	Administrative Staff
1	Staff Services Manager II		
DESCRIPTION OF DUTIES: SUMMARIZE THE REGULARLY ASSIGNED DUTIES OF THE POSITION, EXPLAIN MOST IMPORTANT DUTIES FIRST. LIST THE PORTION OF TIME BY PERCENTAGE IN LEFTHAND COLUMN, EXTRA SHEETS MAY BE ATTACHED.			
% OF TIME	DUTIES		
	Under the general direction of a Deputy Director and consistent with good customer service practices and the goals of the State and Regional Board's Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal/external customers, follow through on commitments, and to solicit and consider internal/external customer input when completing work assignments. Specific responsibilities include:		
20%	Serve as second in command of the Division and acts for the Deputy Director in his/her absence to ensure proper oversight and administration of Division programs. At the request of the Deputy Director, represent the Division at policy, program, legislative and public meetings. Assist the Deputy Director in coordination with other State Water Board divisions, the Regional Water Boards, the Cal/EPA, other State and local agencies, and the USEPA. Meet and confer with top management from other agencies, as directed by the Deputy Director, to collaboratively resolve complex water quality, drinking water, and water supply issues using financial resources available to the Water Boards. Identifies alternatives available in the solution of management problems and recommends courses of action and effectively contributes to the State Water Board's overall equal employment opportunity objectives.		
20%	Assist the Deputy Director in the development of the Division and Water Board policies and is a member of the Division's executive management team. Review and make recommendations to the Deputy Director on implementation, statutory and policy changes on funding administration and other relevant programs as necessary. Provide recommendations and alternatives, based on sound analysis and broad policy considerations, to executive management and Board members. Coordinate with technical staff in the development and implementation of plans and policies for administering funding programs and regulations for the Operator Certification Program. This position requires that the incumbent have the knowledge and ability to effectively perform high-level administrative, policy-influencing functions.		
20%	Serve as the Assistant Deputy Director of the Administration/Operator Certification Branch and directly supervises three Section Chiefs relative to the planning, organizing, staffing, directing, and controlling of their programs. Create a diverse working		

	<p>environment that promotes high morale, high performance, and individual growth. Ensure and encourage staff to understand the needs, challenges, goals, and perspectives of the stakeholders/communities served. In each of the program areas, have managerial responsibility for program development, implementation, and evaluation. Responsible for supervision of both professional and clerical level staff and works to expand employee and organizational skills to consistently provide high quality, responsive customer service and compliance assistance through guidance and formal training.</p> <p>Provide general direction and guidance to the Section Chiefs concerning diverse complex and sensitive federal, state, and local issues and mandates. Oversee development and implementation of strategic work plans and performance measures for the programs within the branch to implement the State Water Board's financial assistance and operator certification programs. Track and evaluate program performance, including both quality of work as well as overall resource direction and expenditure. Ensure accountability in funding decisions and that outcomes are measured, monitored, tracked, and reported. Provide direction to staff to assure that State Water Board programs and decisions are informed by sound analysis, consistent with the State Water Board's Strategic Plan.</p>
20%	<p>Responsible to communicate (and direct effective Staff Services Managers communications) with managers and directors of State and Federal agencies, non-profit partners, and other stakeholders. Advocate for community engagement; understand, communicate with, and effectively interact with diverse communities. Provide subject-matter expertise to staff, executive management, State Water Board members, and outside agencies on funding for various funding programs; and drinking water and wastewater operator certification.</p>
20%	<p>Responsible for overseeing the functions of and development of procedures for staff engaged in Division administrative tasks, fiscal tracking, administration of various grant and loan programs, and the Operator Certification program. Work closely with administrative, legal, accounting, and technical staff in developing and implementing policies for funding administration, including credit reviews, funding agreement development, reimbursement review, loan repayments, fiscal projections and tracking, including encumbering and tracking funds through FI\$CAL, the Division's Loans and Grants Tracking System, and other tracking systems. Technical staff in the Operator Certification programs assist in reviewing and administering the technical aspects of the certification exams.</p>
<p>Employee Signature: _____ Date Signed: _____</p>	